

TAB D
TRAFFIC MANAGEMENT
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TRAFFIC MANAGEMENT DESCRIPTION OF SERVICES

D1. Overview. The SP shall provide a full range of traffic management services for base and tenant organizations, to include day-to-day, exercise and contingency operations. Passenger movement services are coordinated and arranged for commercial surface and air and Air Mobility Command scheduled military and contract airlift. Cargo shipments are packaged and processed for movement IAW Department of Transportation (DOT) and Department of Defense (DoD) directives and shipped via small package carrier, commercial trucking company and commercial and military air. Included is general, special cargo (explosives) and special cargo (other). Passenger movement utilizes the Global Air Transportation Execution System (GATES) for passenger reservations through Air Mobility Command; a Commercial Travel Office (CTO) contract is in place for commercial reservations and services. Cargo movement utilizes the Cargo Movement Operations System (CMOS) for processing and controlling cargo shipments, including regular and deployment cargo shipments. The Powertrack system is utilized for billing of commercial cargo shipments. The SP shall possess hazardous materials certification qualifications. SP's preparer representatives shall be appointed by the installation commander IAW AFMAN 24-204 (I), Chapter 1, para 1.2.7 and Attachment 25.

D1.1 Cost Estimates and Budget Data. The SP shall gather shipment data, provide cost estimates, and budget data as requested by the ACO. The SP shall provide quarterly and annual budget estimates and passenger cost. Shipment data and cost estimates shall be provided per customer request. Submit report IAW D-TE-3 Item D05.

D2. Passenger Movement. The SP shall provide passenger transportation services for group and individual, civilian, military, and dependent travelers on official government business. Services include travel within the Continental United States (CONUS) and Outside Continental United States (OCONUS), using commercial or Air Mobility Command (AMC) scheduled military and contract airlift. The SP shall comply with Joint Federal Travel Regulations (JFTR), Joint Travel Regulation (JTR), DoD 4500.9R, Part I, Defense Transportation Regulation, Passenger Movement, and AFI 24-101, Passenger Movement. See D-TE-1, SDS01.

D2.1 Commercial Air Travel. Upon receipt of notification for group or individual travel, the SP shall complete travel arrangements to include, but not limited to, determining travel entitlements and travel mode, coordinating excess baggage, weapons, or other special requirements, notifying the CTO of travel and special requirements, receiving and validating authorization (travel orders) for issuance of tickets and rental vehicles, and maintaining all documents required for the billing process IAW DoD 7000.14R, Financial Management Regulation (FMR), Volume 9, Chapter 3. The SP shall brief customers on essential travel information and instructions, coordinate authorization (travel order) discrepancies with the customers, process ticket cancellations, and void and refund actions as needed.

D2.2 Air Mobility Command (AMC) Scheduled Military or Contract Airlift. Upon receipt of request, the SP shall provide OCONUS group or individual travel services to include, but not limited to, coordinating travel requirements through GATES reservation system, coordinating with CTO for travel to point of debarkation, and briefing the foreign clearance guide requirements. The SP shall review travel orders and determine travel entitlements, brief customer on essential travel information and instructions, coordinate authorization (travel order) discrepancies with customer, process ticket cancellations, void and refund actions as needed.

D2.3 Surface Travel. Upon receipt of notification for group or individual travel, the SP shall complete travel arrangements to include, but not limited to, determining travel mode, coordinating excess baggage, weapons, or other special requirements, notifying the CTO of travel and special travel requirements, receiving and validating authorization (travel orders) for issuance of tickets and rental vehicles, and maintaining all documents required for the billing process IAW FMR, Volume 9, Chapter 3. The SP shall brief customer on essential travel information and instructions, coordinate authorization (travel order) discrepancies with customer, process ticket cancellations, and void and refund actions as needed. If chartered bus is travel mode, the SP shall refer to DTR Vol 1 Ch 104.

D2.4 CBA/CTO Billing. Upon receipt of Central Billed Account (CBA) and CTO bill from government credit card contractor, the SP shall perform all actions necessary to validate transactions, resolve disputes, prepare final documents for AO certification and DFAS billing as set forth in DoD Travel Card Program guidelines and DFAS instructions, and AFI 24-101 Ch 3 para 3.4. See D-TE-1, SDS02.

D2.5 Individual Billed Account (IBA). Upon receipt of Passenger Name Record (PNR) with an IBA transaction from CTO, the SP shall verify and document the travel cost for AO certification, and maintain file copy.

D2.6 Global Air Transportation Execution System (GATES). The SP shall identify system problems to the GATES help desk at Scott AFB IL, implement solutions as directed by the help desk or local communications service desk, and

maintain record of problems. The SP shall install system software updates IAW instructions provided by GATES system administrator. The SP shall comply with guidelines in DoD 4500.9R, Part I, Chapter 103.

D3. Cargo Movement. The SP shall provide inbound and outbound cargo movement services for general cargo, special cargo (explosives), and other special cargo, such as classified (up to and including secret), aircraft engines, high priority cargo, poisons, medical shipments, requiring special handling and documentation, other than explosives. Transportation modes include commercial and military surface and air. The SP shall provide packing and preservation services for outbound cargo shipments and hazardous cargo certification. The SP shall provide packaging, pallet (skid) build-up, and preservation services. Services shall be performed IAW DoD 4500-9R, Part II, Cargo Movement; DoD 4000.25-1-M, Military Standard Requisitioning and Issue Procedures (MILSTRIP); AFI 24-201, Cargo Movement; AFI 24-202, Preservation and Packing; AFMAN 24-204(I), Preparing Hazardous Materials for Military Air Shipments; International Air Transport Association (IATA) and Code of Federal Regulation 49. (See D-TE-3. D04)

D3.1 Inbound.

D3.1.1 General Cargo, Special Cargo (Other) and Special Cargo (Explosives). The SP shall use the CMOS and Powertrack billing system in the performance of all work listed under para D3. (See Paras D4. and D5.).

D3.1.2. Damaged or Pilfered Cargo. The SP shall inspect identified cargo for damage or pilferage, make necessary notifications, and prepare Transportation Discrepancy Report (TDR) in CMOS and follow up as needed, and file CBL and other supporting documentation IAW DoD 4500.9R, Part II, Chapters 209-210, and AFI 24-201, Chapter 13.

D3.1.3. Over/Short Cargo Shipments. The SP shall accomplish required actions to return overage shipments to carrier. If cargo shortage, the SP shall initiate tracer action, prepare discrepancy report in CMOS and follow-up as needed to retrieve property and file CBL and other supporting documentation IAW DoD 4500.9R, Part II, Chapters 209-210, and AFI 24-201, Chapter 13, Paragraph 13.

D3.1.4. Inbound Astray/Non Receipted Shipments. Upon receipt of Tracer Action Required (TAR) Listing with inbound astray or non-receipted shipments from Base Supply, the SP shall accomplish appropriate research to determine status of inbound shipment, annotate listing and attach supporting documentation as necessary, return listing to Base Supply and file record copy IAW DoD 4500.9R, Part II, Chapters 209-210, and AFI 24-201, Chapter 13 and AFMAN 23-110, Vol II, Part II.

D3.1.5. Special Cargo (Explosives). Upon receipt of Report of Shipment (REPSHIP), or notification from carrier, of inbound explosives shipment, the SP shall notify appropriate base agencies, coordinate arrival with carrier, receive vehicle and process explosives shipment IAW DoD 4500.9R, Part II, Chapter 204, AFMAN 24-204(I), AFI 24-201, Chapter 9, and MARB Instruction 91-201, Explosives Safety Program. See D-TE-1, SDSD03.

D3.2 Outbound.

D3.2.1 Commercial/Military Surface and Air. Upon receipt of outbound cargo from customer, the SP shall provide outbound cargo services for general cargo, special cargo (other), and special cargo (explosives) IAW DOT and DoD directives and the Uniform Materiel Movement and Issue Priority System (UMMIPS) time standards in the Defense Transportation Regulation. The services include, but are not limited to, segregating cargo, operating forklift and other materials handling equipment, checking documentation for accuracy, determining transportation mode; packaging, marking and labeling cargo for shipment IAW Military Standard 129, Special Packaging Instructions (SPIs), Technical Order references; certifying hazardous cargo shipments, preparing shipping documentation, obtaining airlift clearances, preparing Report of Shipments (REPSHIPS), and providing blocking and bracing. The SP shall construct, or repair shipping containers as needed. The SP shall contact Military Traffic Management Command (MTMC) for outsized cargo, special cargo (other) and special cargo (explosives) as required and arrange pickup with commercial carrier as required. The SP shall use the Cargo Movement Operation System (CMOS) and Powertrack (for commercial shipments only) billing system in the performance of all work listed under this paragraph. See D-TE-1, SDSD04.

D3.2.2 Special Cargo (Other) and Special Cargo (Explosives). The SP shall prepare "Shippers Declaration of Dangerous Goods" for hazardous cargo (certification), perform truck inspections, check drivers credentials, complete appropriate documentation, and coordinate movement with the QAE and appropriate base agencies IAW DoD 4500.9R, Chapter 204, 49 CFR, and International Air Transport Association (IATA), and March ARB Instruction 91-201. The SP shall comply with AFMAN 24-204(I) for military air shipments. See D-TE-1, SDSD05. (D-TE-3, D07)

D3.2.2.1. Delinquent Shipment Listing (R40). Upon receipt of R40 listing from Base Supply, the SP shall initiate

appropriate tracer actions to determine shipping status, and provide status to Base Supply with required documentation. AFMAN 23-110 Vol II, Part II. See D-TE-1, SDSD04.

D3.2.3 Packaging Deficiencies. Upon receipt of a Report of Discrepancy (ROD) for a packaging deficiency, the SP shall notify responsible individuals of the deficiency and ensure proper training is administered. The SP shall report item and packaging discrepancies IAW AFI 24-202, Chapter 6, and attachment 5. See D-TE-1, SDSD04.

D4 Cargo Movement Operations System (CMOS). The SP shall appoint a CMOS administrator and alternate and ensure they complete CMOS system administrator training. The SP shall provide CMOS system administration services to include, but not limited to, resolving system problems with CMOS help desk at Gunter AFB, Alabama, and Base Communications, as appropriate; maintaining log of system problems, uploading software and software changes per instructions provided, and performing daily system back-ups IAW AFI 24-201, Chapter 15, Atch 15. See D-TE-1, SDSD06.

D4.1 CMOS Equipment Maintenance. The SP shall coordinate with the AO and contact the CMOS Program Specialist at HQ SSG/ILTT, (334) 416-2063, for instructions and source of service to extend the maintenance agreement on all CMOS hardware at least 60 days prior to warranty expiration IAW HQ SSG SAN 01-186. The SP shall prepare the AF Form 9, Request for Purchase, and submit to base contracting to ensure continued CMOS maintenance. The SP shall ensure annual maintenance service contract is in effect for required CMOS equipment. Ref HQ SSG Special Advisory Notice 01-186 (CMOS Server Maintenance Contract Renewal). See D-TE-1, SDSD06.

D4.2. Deployments. The SP shall provide CMOS system support for base exercises and deployments IAW AFI 24-201, Chapter 15 and MARB Deployment Plan. Support includes the CMOS system and operating personnel as required. The SP shall perform system administration IAW AFI 24-201, Attachment 15. (D-TE-3, D09)

D5 Powertrack. The SP shall provide Powertrack system administration services to include, but not limited to, resolving system problems with system provider; maintaining log of system problems, uploading software and software changes per instructions provided. The SP shall validate service has been performed and prepare final documents for AO certification and DFAS billings. The SP shall resolve disputes IAW Powertrack guidelines. The SP shall provide Powertrack system support IAW DoD 4500.9R, Part II, Appendix BB, Attachment 1, AFI 24-201, para 3.2 and attachment 4. Upon receipt of monthly billing from the contractor, the SP shall verify cost data, resolve disputed transactions, prepare bill for AO certification, and forward to DFAS for payment, and file documentation. See D-TE-1, SDSD07 and SDSD08.

D6 Technical Specialist Program. Technical specialists are unit personnel authorized to prepare unit hazardous materials for shipping and to prepare and certify the Shipper's Declaration for Dangerous Goods for deployments. The SP shall administer the base program and provide technical specialist training IAW AFMAN 24-204(I), Chapter 1, Paragraph 1.2.4 and attachment 25. The SP shall record training and notify unit commanders of test results. The SP shall validate appointment letters from unit commanders, distribute to appropriate base agencies and file documentation.

D7 Reusable Container Program. The SP shall design and implement a program to maximize the use of reusable containers for MARB. Program goals established IAW AFI 24-202, chapter 1, Paragraph 1.2.3.2, and AFI 24-202 AFRC Sup 1. See D-TE-3, Item D01.

D8 Scale Calibration. The SP shall notify the AO in writing 60 calendar days prior to the expiration date of calibration certification. Calibration of government-owned scales is required at least every 12 months or more frequently if required by law. Submit request IAW D-TE-3, Item D03.

D9 Safe Haven/Refuge/Secure Holding Area. MARB is designated as Safe Haven/Refuge/Secure Holding Area. The SP shall provide the following services to include, but not limited to, advising carrier of responsibilities and legal provisions, arranging for billing of services rendered, inspecting vehicle and driver's credentials, reporting carrier abuse IAW DoD 4500.9R, Part II, Chapter 205, Paragraph Q, AFI 24-201, Chapter 12, Paragraph 12.4, and MARBI 91-201.

D10 Transportation Facilities Guide. The SP shall ensure the Transportation Facilities Guide is current and maintained IAW DoD 4500.9R, Part II, Chapter 201 and Appendix R. See D-TE-3, D06.

D11 Courses. The SP shall conduct the Technical Specialist and the CMOS in Work Center courses based on demand as verified by the AO, but at least annually. These courses may or may not have military members in attendance.

D12 Funds Management. The service provider shall provide budget estimates to AO as required for cargo movements, and review fiscal reports on status of funds and expenditures.

D-TE-1
SERVICE DELIVERY SUMMARY

| SDS# | Performance Objective | SOW Ref | Performance Threshold |
|--------|--|------------------|---|
| SDSD01 | Ensure travel arrangements match entitlements | D2.1, D2.2,D2.3 | 95% of monthly travel arrangements match entitlements |
| SDSD02 | Ensure CBA/CTO billing transactions validated, certified and provided to servicing DFAS | D2.4, D2.5 | Not more than one of 12 submissions to DFAS annually arrive later than the 15 th day of each month. If the 15 th is a weekend day, submission must arrive NLT the preceding duty day |
| SDSD03 | Identify and resolve outbound shipment discrepancies | D3.2.2.1, D3.2.3 | - Not more than one discrepancy report on outbound cargo is received monthly |
| SDSD04 | Process and package outbound cargo to ensure safety and minimal damage | D3.2.1 | - 95% of monthly shipments are processed to meet UMMIPS time standards - 95% of monthly shipments packaged and prepared to comply with selected mode IAW AFI 24-202, applicable MIL STDs, AFMAN 24-204(I), CFR 49, IATA. |
| SDSD05 | Properly certify hazardous cargo to ensure compliance with DOT and DoD requirements | D3.2.2 | 100% of all monthly hazardous cargo shipments are properly packaged and certified IAW AFMAN 24-204(I), IATA, CFR 49 |
| SDSD06 | Ensure CMOS maintained in <u>operational status</u> | D4, D4.1 | 100% of system updates are implemented NLT <u>required implementation date</u> |
| SDSD07 | Ensure Powertrack maintained in <u>operational status</u> | D5 | 100% of system updates are implemented NLT <u>required implementation date</u> |
| SDSD08 | Ensure Powertrack billing transactions validated, certified and provided to servicing DFAS | D5 | Not more than one of 12 submissions to DFAS arrive later than the 20 th day of each month. If the 20 th is a weekend day, submission must arrive NLT the preceding duty day |
| SDSD09 | Ensure Tech Specialist, CMOS and other training is accomplished IAW applicable directives. | D6 D11 | Training courses are prepared, scheduled and taught IAW applicable AFIs, CFR 49, and Base Deployment Plan. |

D-TE-2
WORKLOAD ESTIMATES

| <u>Workload</u> | <u>Est Monthly Average</u> |
|--|--------------------------------|
| PASSENGER MOVEMENTS: | |
| Individual commercial travel arrangements completed | 525 |
| Entitlement issues resolved | 35 |
| Commercial travel cancellations processed | 29 |
| Individual AMC Charter travel arrangements completed | 27 |
| Surface travel entitlement discrepancies resolved | 5 |
| Disputed CBA actions initiated | 5 |
| Cost of CBA billing transactions | \$191,896 |
| Cost of IBA billing transactions | \$24,888 |
| CARGO MOVEMENTS: | |
| Inbound shipments (pcs/weight) received | 1,1773/1,823 |
| MICAP/999 inbound (pcs/short tons) shipments received | 224/1 |
| Inbound aircraft engines (pcs/tons) received (<i>annually</i>) | 5/18.75 |
| Classified inbound shipments (pcs/lbs) received (<i>annually</i>) | 5/45 |
| TAR Listing discrepancies researched | 2 |
| REPSHIPS received | 1 |
| Inbound explosives cargo shipments (pcs/short tons) received (<i>annually</i>) | 12/2.5 |
| Commercial freight shipped (pcs/short tons) | 475/53 |
| Commercial Bills of Lading (CBLs) prepared | 27 |
| R40 delinquent line items researched | 72 |
| MICAP/999 cargo shipped (pieces/short tons) commercial | 72/1 |
| Aircraft engines (pcs/tons) shipped commercial (<i>annually</i>) | 5/19 |
| Classified cargo (pcs/tons) shipped commercial (<i>annually</i>) | 4/ ¼ |
| Explosives (pcs/short tons) shipped commercial (<i>annually</i>) | 15/3 |
| Shipper's Declaration for Dangerous Goods prepared and certified | 10 |
| REPSHIPS prepared and sent | 1 |
| Freight (pieces/weight) shipped by military air | 4/1 |
| MICAP/999 cargo (pcs/tons) shipped military air (<i>annually</i>) | 15/ ½ |
| CMOS problems resolved | 7 |
| CMOS updates/patches installed | 7 |
| Deployment missions supported by CMOS (<i>annually</i>) | 5 |
| Deployment freight (pallets/rolling stock pcs/short tons) manifested by CMOS | 3/4/2 |
| Deployment passengers manifested by CMOS | 60 |
| Powertrack problems resolved | 8 |
| Powertrack updates installed | 1 |
| Cost of shipping transactions | \$3,973 |
| Individuals trained as Technical Specialists | 4 |
| Line items/cubic feet with reusable containers | 435/870 |
| Line items/cubic feet without reusable containers | 7/44 |
| Reusable containers repairs | 5 |
| Line items/cubic feet of reusable containers constructed | 10/26 |
| Safe Haven/Refuge/Secure Holding Area requests (<i>annually</i>) | 4 |

TRAINING WORKLOAD FACTORS

| <u>TRANSPORTATION AFSC:</u> | <u># MILITARY MEMBERS</u> |
|-----------------------------|---------------------------|
| 2T0XX | 5 level |
| | 7 level |
| 2T2XX | 9 level |

D-TE-3
DATA DELIVERIES

The SP shall submit all required reports shown below using the complete mailing address (referenced by number) in the chart following the required report information. Only 1 copy of the report is required unless otherwise specified. SP format is acceptable unless otherwise specified.

| <u>Item #</u> | <u>Report Title</u> | <u>Submit To</u> | <u>Freq</u> | <u>SOW Reference</u> |
|--|---|------------------|-------------|----------------------|
| D01 | Reusable Container Procedures | 6, 7 | One/R | D7 |
| Procedures due NLT 70 calendar days after operational performance date. Submit revisions as they occur. Unit RCMs inventory list of on-hand reusable containers and condition of containers. Provide to the Reusable Container Manager (RCM) problems in receiving SPI items without required containers, list problems associated with building new containers, repairing on-hand containers, and problems associated with storage of reusable containers. Provide associated information as requested by the RCM. | | | | |
| D02 | Reusable Container Report | 1, 6, 7 | * | D7 |
| *Report is required every 120 calendar days, and is due NLT 10 calendar days after end of each 120 day period. Initial report shall cover the 120 day period commencing with operational performance date. Report number of reusable containers on hand. Prepare IAW AFI 24-202 and AFRC Sup I. | | | | |
| D03 | Scale Calibration | 6 | Annly | D8 |
| Written notification to the AO required 60 calendar days prior to expiration date of calibration certification. Insure scales are calibrated to meet state and local standards. | | | | |
| D04 | Procedures for Shipment and Receipt of Aircraft Engines | 6 | One/R | D3 |
| Initial submission due NLT 60 calendar days after operational performance date. Submit revisions for acceptance as they occur, prior to publication. Outline responsibilities and coordinate required actions for shipment and receipt of aircraft engines. Prepare IAW AFI 24-201 and AFRC Sup 1, DoD 4500.9-R, Part II and T.O. 00-85-20. | | | | |
| D05 | Annual Budget/Financial Plan/Cost Estimates for Basewide Budget Planning | 2, 6, 7 | Qrtly | D1.1 |
| As of dates and due dates for quarterly and annual submissions shall be IAW instructions to be provided by the ACO. Research and provide cost data relating to passenger, packaging and freight. Prepare IAW AFI 65-601 and AO's Instructions. | | | | |
| D06 | Transportation Facilities Guides Record RCS: MTMC-11(R-1) | 2, 3, 6, 7 | As Req | D10 |
| Submit revisions as they occur IAW AFJI 24-211, Vol 4. Reports will be prepared when currently published transportation facility information needs to be revised due to changes in an activity's shipping or receiving capability or when complete transportation facility information for an additional activity needs to be published. Preparers will review submitted transportation facility information at least annually to insure completeness and accuracy. Comply with AFI 24-201 and AFRC Sup 1, DoD 4500.9-R, Part II, AFJI 24-211 V4, AFI 24-101 and AFI 36-3020. | | | | |
| D07 | Department of Transportation (DOT) Exemption Usage Report (RCS: MTMC-158) | 1,6 | Annly | D3.2.2. |
| Annual report covers period 1 Jul - 30 Jun. Report is due NLT 10 Jul of each year. Prepare IAW AFI 24-201 and AFRC Sup 1, DoD 4500.9-R, Part II, Chapter 204, Para. H., and CFR 49. | | | | |
| D08 | Deployments/Exercises Extended Operating Hours | 6, 10, 11 | One/R | A6 |
| Within 30 calendar days after operational performance date, the SP shall identify its maximum capability to operate on a 24 hour/7 day per week basis during exercises/deployments. Submit revisions immediately upon making any changes in maximum capability. Provide procedures for SP's maximum capability for operating on a 24 hour, 7 day a week basis. Prepare IAW Base Support Plan. | | | | |
| D09 | Plans and Procedures for Movement of Units by MTMC | 6, 8 | One/R | D4.2 |
| Initial submission due NLT 30 calendar days after operational performance date. Submit revisions for acceptance as they occur, prior to publication. Develop plans and procedures for base units or UTCs for mobility deployment. Develop local plans and procedures for processing of personnel and equipment. Request commercial transportation from MTMC. Prepare required documentation to effect movement of personnel and equipment. Develop plans and procedures for coordination with DCC, deploying unit commander and Deployment Functions. Prepare IAW AFI 10-403, AFI 24-201 and AFRC Sup 1, AFI 24-101, DoD 4500.9-R, Parts I-III, AFI 36-3020 and MTMC-Emergency Transportation Movement Plan. | | | | |

The complete addresses are as follows:

- | | | |
|---|--|---|
| 1. HQ AFRC/LGTT 155 Richard Ray Blvd Robins AFB GA 31098-1635 | 4. HQ SSG/LGTR 210 East Moore Dr Maxwell AFB, AL 36114-3005 | 7. QAE |
| 2. HQ AFRC/LGT 155 Richard Ray Blvd Robins AFB GA 31098-1635 | 5. HQ AFRC/LGX 155 Richard Ray Blvd Robins AFB GA 31098-1635 | 8. 452 AMW/XP 2145 Graeber St., Ste. 20 March ARB CA 92518-1669 |
| 3. HQ MTMC/MTOP Hoffman Bldg II 200 Stoval St Alexandria VA 22332-5000 | 6. Accountable Officer 452 AMW/LGT 5190 Air Guard Way March ARB, CA. 92518-2259 | 9. 4 AF/LGT 2250 Dekay Ave. March ARB CA 92518-2282 |
| 10. 452 AMW/LG 2350 Graeber St., Ste. 13 March ARB CA 92518-2313 | 11. 452 AMW/LGC 1940 Graeber St. March ARB CA 92518-1650 | |

D-TE-4
GOVERNMENT-FURNISHED ITEMS

D-TE-4a: Government Furnished Facilities

| <u>BLDG #</u> | <u>Function</u> | <u>Sq Ft</u> | <u>Location</u> |
|---------------|---------------------------------|--------------|-------------------|
| 2313 | TMO and Travel Office | 503..... | Room 14 |
| 2310 | Freight Warehouse/Offices | 5,000..... | SW corner of Bldg |

D-TE-4b: Government Furnished Equipment

| <u>Name</u> | <u>Description</u> | <u>Qty</u> |
|--|--------------------------|------------|
| Scale | Digital, Warehouse | 1 |
| Scale Indicator | GP1000 | 1 |
| Axel Weigher..... | PT-300 | 6 |
| Axel Weigher CPU | PT-20 | 1 |
| Loading Ramp | Mobile..... | 1 |
| Portable Static Eliminator/Charge Mon..... | 4050 | 1 |
| Pallet Truck | Hydraulic | 1 |
| Conveyor Rollers | 10' with Stands | 2 |

D-TE-4c: Government Furnished Equipment (Special Conditions)

| <u>Name</u> | <u>Description</u> | <u>Qty</u> |
|--------------------------|------------------------------------|------------|
| Scale | Small Parcel | 1 |
| Spill Kit | Hazardous Materials | 1 |
| Eye Wash..... | Portable | 1 |
| Facsimile Machine..... | Brothers | 1 |
| Fan | Portable, Circular Warehouse | 1 |
| Extension Ladder | Wooden..... | 1 |
| Step Ladder..... | 10' | 1 |
| Strapping Machine..... | (Kit) 5/8" | 1 |
| Strapping Machine..... | (Kit) 1 1/4" | 1 |
| Stencil Machine | 1" | 1 |
| Sealing Unit | Heat..... | 1 |
| Typewriter | Electric | 2 |
| Dehumidifier..... | Portable | 2 |
| Cabinet..... | Storage, Warehouse | 2 |
| Filing Cabinet | 4-Drawer | 2 |
| Work Station..... | Wooden..... | 4 |
| Packing Table | Warehouse, Medal, 6' | 1 |
| Packing Table | Warehouse, Medal 5' | 3 |
| Tool Cabinet | 2-Door, Medal | 1 |
| Warehouse Shelving | Storage Segments..... | 11 |
| Supply Cabinet..... | 7', 2-Door | 1 |
| Work Stool..... | Medal | 2 |
| Rolling Chair | With Arms..... | 5 |
| Rolling Chair | Without Arms | 4 |
| Chair | Blue, With Arms | 5 |
| Chair | Green, Sitting | 1 |
| Work Station..... | Modular, 3-Piece..... | 1 |
| Work Station..... | Modular, 2-Piece..... | 1 |
| Table | Office, 6' | 3 |
| Filing Cabinet | 5-Drawer | 4 |

| | | |
|------------------------|-------------------|---|
| Book Case..... | 3-Shelf..... | 2 |
| Credenza | Small | 1 |
| Work Station | Modular, 6' | 1 |
| Filing Cabinet | 2-Drawer | 2 |
| Typewriter Stand | Portable | 4 |

| <u>Item</u> | <u>Qty</u> | <u>Item</u> | <u>Qty</u> |
|------------------------------------|------------|------------------------------------|------------|
| 10" 1/2-Drive Ratchet..... | 1 | Pliers, Vice grip, 8-Inch | 1 |
| 10" Shears, Metal Cutting..... | 1 | Pliers, Waterpump, 6-Inch | 1 |
| 4" 4-Bladed US Pocket Knife | 1 | | |
| 4" Pocket Knife | 1 | Ratchet, 1/2-Inch Dr | 1 |
| 8 1/4" Skill Saw | 1 | | |
| 8" Adj Open End Wrench..... | 1 | Safety Goggles | 1 |
| Bar, Pry, 15 Inch..... | 2 | Saw, Coping..... | 1 |
| | | Saw, Rip..... | 1 |
| Bits, Drill, Metal, Kit | 1 | Saws, Crosscut | 1 |
| Box Cutter..... | 1 | Scissors, Heavy Duty | 1 |
| Brush, Wire, 12 Inch..... | 1 | Screw Driver 7 1/2" Flathead..... | 1 |
| Chalkline, 50 Ft | 1 | Screw Driver, 7 1/2" Phillips..... | 1 |
| Crow Bar, 31"..... | 2 | Socket Set, 1/2 Inch Dr | 1 |
| Cutters, Strap..... | 2 | | |
| Electric Drill..... | 1 | Socket Set, Complete..... | 1 |
| File, 3 Sided, 6 Inch | 1 | Speed Handle, Socket, 1/2" | 1 |
| File, Round, 12 Inch..... | 1 | Speed Handle, Socket, 3/8" | 1 |
| Files, Flat | 2 | Stapler/Tacker Hvy Duty..... | 1 |
| Hacksaw | 1 | Tin Snips..... | 1 |
| Hammer Carpenter, 16 oz..... | 2 | Tire Pressure Gauge | 1 |
| Hammer, Non-Spark | 1 | Tool Box..... | 1 |
| Hammer, Sledge, 1 Lb..... | 1 | Wrench Pipe, 14" | 1 |
| Hand Rotary Sealer, Cont | 1 | Wrench Set Comb | 1 |
| Measuring Tape, 16 Ft..... | 1 | Wrench, Adj, 10" | 1 |
| Measuring Tape, 25 Ft..... | 1 | Wrench, Adj, 12" | 1 |
| Pad Lock US Amer #4915, Keys | 1 | Wrench, Adj, 15" | 1 |
| Paper Cutter | 1 | Wrench, Adj, 8" | 1 |
| Pliers, Needle Nose..... | 1 | Wrench, Pipe, 8" | 1 |

D-TE-4d: Government Furnished ADPE/Copier.

| <u>Name</u> | <u>Description</u> | <u>Qty</u> |
|---|---------------------------|------------|
| CPU | Pen III/800MHZ | 5 |
| Laptops | | 3 |
| Monitor | 17" Color | 5 |
| Printer | HP-Laser LJIII | 3 |
| Printer | Lexmark Optras Laser..... | 2 |
| Printer | Bar Code Label | 1 |
| Copy Machine (shared with Reserves) | | 1 |

| D-TE-4e: Government Furnished Telephones: | <u>Bldg #</u> | <u>Room</u> | <u># of Instruments</u> |
|--|---------------|------------------------------|-------------------------|
| | 2310..... | Freight Office..... | 3 |
| | 2310..... | Packing/Crating Office | 1 |
| | 2313..... | Room 14 | 4 |

D-TE-5
TECHNICAL ABBREVIATIONS/ACRONYMS AND DEFINITIONS

| | | | |
|--------------|---|---------------|--|
| ANSI..... | American National Standards Institute | MTMCWA..... | Military Traffic Management Command Western Area |
| CMOS | Cargo Movement Operations System | PNR..... | Passenger Name Record |
| CBL | Commercial Bill Of Lading | REPSHIP | Report Of Shipment |
| CTO | Commercial Travel Office | SPI | Special Packaging Instructions |
| DOT | Department Of Transportation | T-WRAPS..... | Traffic Management Workload Reporting and Productivity System |
| DCC..... | Deployment Control Center | TCN | Transportation Control Number |
| GATES..... | Global Air Transportation Execution System | TDR/RFI | Transportation Discrepancy Report/ Request For Information |
| JFTR..... | Joint Federal Travel Regulation | UFC..... | Uniform Freight Classification |
| JTR..... | Joint Travel Regulation | UMMIPS | Uniform Military Movement Issue Priority System |
| MTMC | Military Traffic Management Command | | |
| MTMCEA | Military Traffic Management Command Eastern Area | | |

ACCESSORIAL. Rendering service by a carrier in addition to the line-haul, such as transit, sorting, packing, cooling, heating, switching, diverting, and re-consigning.

BLOCKING AND BRACING. Method of securing cargo to prevent shifting and damage during transportation, using lumber, bolts, steel, or other material. Material must provide adequate strength to prevent shifting, damage and to support weight of item(s) during transportation.

CARGO MOVEMENT OPERATIONS SYSTEM (CMOS). A combination of hardware/software and automated/manual processes, used by USAF transportation units to provide the capability to receive, generate, maintain, and transmit data to control, document, and manage assets moving in the DoD transportation system.

COMMERCIAL BILL OF LADING (CBL). A form provided by commercial carriers for the movement of freight subject to the conditions printed on the reverse side of the document.

COMMERCIAL TRAVEL OFFICE (CTO). An office that provides airline reservations, train, hotel, bus and water reservations; issues all tickets, provide and promote leisure travel, provides travel information and secures rental car reservations for uniformed service members and other authorized personnel traveling by commercial air.

DEPARTMENT OF TRANSPORTATION (DOT). A government agency that administers transportation activities in the United States.

DEPLOYMENT CONTROL CENTER (DCC). The installation focal point for deployment operation.

JOINT FEDERAL TRAVEL REGULATION (JFTR). A basic statutory regulation concerning travel and transportation allowances of Uniformed Services Members.

JOINT TRAVEL REGULATION (JTR). A basic statutory regulation concerning travel and transportation allowances of DoD Civilian Personnel.

MILITARY STANDARD REQUISITIONING AND ISSUE PROCEDURES (MILSTRIP). A military manual that prescribes the concepts, rules, and procedures for processing and reporting requisitions and issues of DoD shipments.

MILITARY TRAFFIC MANAGEMENT COMMAND (MTMC). The single manager operating agency for military traffic, land transportation, and common user ocean terminals.

PASSENGER NAME RECORD (PNR). A printout furnished by the airlines carriers that gives the schedule and travel information to travelers.

PALLET. A platform used to secure material for ease in handling and storing. It is also used to consolidate small packages into a unitized load.

463L SYSTEM. Aircraft pallets, nets, tie down, and coupling devices, facilities, handling equipment, procedures, and other components designed to interface with military and civilian aircraft cargo restraint systems.

PALLET/SKID, WAREHOUSE. A two deck platform, usually wooded, used for handling several packages as a unit.

REPORT OF SHIPMENT (REPSHIP). A message transmitted by the communication media to identify a shipment that is confidential, secret or sensitive.

REQUIRED DELIVERY DATE (RDD). The calendar date when material is required by the requisitioner. RDD field may contain 999, N __, E __, 444, 555 or 777 to indicate expedited handling required.

ROUTE ORDER (RO) (DRO) (SRO) (PSRO). (Domestic, International, Standing and Passenger Standing). Shipping instructions issued by MTMC or theater CINC that specify the mode of transportation, carrier(s) to move the shipment, applicable rate, minimum shipment weight, tariff or tender authority, and any pertinent Routing Instruction Notes (RINs).

SPECIAL PACKAGING INSTRUCTIONS (SPI). A detailed instruction for constructing packages to protect items that require special preserving an packaging.

SYSTEM MANAGER (SM). A person designated to monitor the CMOS system and manage the recovery of any system failure.

TECHNICAL SPECIALIST. Personnel trained and qualified to prepare for shipment only those hazardous materials within their specialty (such as, vehicle maintenance personnel are technical specialists for vehicles). Technical specialists can only sign the Shipper's Declaration for Dangerous Goods form as a certifying official on items they are technically qualified to maintain and prepare for shipments.

TRAFFIC MANAGEMENT WORKLOAD REPORTING AND PRODUCTIVITY SYSTEM (T-WRAPs). A monthly report prepared and submitted IAW Technical Exhibit C-D-TE-3, Item D010 from all TMO activities responsible for the movement of personnel and cargo.

TRANSPORTATION CONTROL NUMBER (TCN). A 17-character alpha-numeric code assigned to a shipment unit to facilitate identification and control of shipments.

TRANSPORTATION DISCREPANCY REPORT/REQUEST FOR INFORMATION (TDR/RFI). A multipurpose document for reporting all transportation discrepancies in shipment or requests for information; the source document for claim action.

TRANSPORTATION REPRESENTATIVE. A person authorized to receipt for cargo and associated documentation.

UNIFORM FREIGHT CLASSIFICATION (UFC). A tariff containing commodity descriptions moving via railroad.

UNIFORM MILITARY MOVEMENT ISSUE PRIORITY SYSTEM (UMMIPS). DoD regulation that specifies incremental time standards for requisition, issue, and movement of material for the Department of Defense.

463L PALLET AND NET PROGRAM. A management system for 463L Pallets and Nets. It requires users to report, control, and inspect 463L assets and assigns responsibilities for the program.

999 SHIPMENTS. 999 procedures pertain to those critically-needed items with transportation priority 1 (PD 01-03) that are required to remove primary weapons and equipment from mission capability (MICAP) status.